



MEMORANDUM

TO: Principals, Superintendents, and CTE District Directors

FROM: Melissa Ambre, Director of School Finance
Peggy Wild, State Director of CTE; Assistant Director of College & Career Readiness Curriculum

DATE: May 9, 2013

SUBJECT: 2013-2014 Career and Technical Education Course Enrollment Reporting

The Indiana Department of Education announces the process of reporting fall enrollments in Career and Technical Education (CTE) courses for the 2013-2014 school year as follows:

- Schools will have four weeks to submit CTE course enrollments via the InTERS 30a system from ADM count day, September 13 through October 11, 2013.
- CTE course enrollments are reported by DOE Course Number and Title.
- Only enrollments in state-approved CTE course titles from the 2013-2014 state-approved CTE funding chart that appear on the school or district's approved "CTE Course Inventory" list may be reported.

Please note:

- No new CTE student enrollment submissions will be accepted after October 11. Corrections may be made until October 25, 2013. Changes will not be allowed after October 25.
- Schools or districts wishing to add new programs to the inventory list must do so by July 1, 2013 using the Course Inventory Changes form available at <http://www.doe.in.gov/achievement/career-education> under the CTE Information heading.
- CTE Directors can access a list of their state-approved CTE course and program inventories on the InTERS data system by going to the reports section and to the report called "Secondary Program Inventory".
- To ensure that schools receive full Additional Pupil Count (APC) funding for CTE students, it is imperative that high schools and CTE district personnel share data in the correct format, as specified in the InTERS system, so that data entry errors are avoided.
- The amount of state CTE funding provided to school corporations is listed with each course and is based on wage and demand data from the Indiana Department of Workforce Development as required by Indiana Code IC 20-43-8, which may be viewed online at <http://www.in.gov/legislative/ic/code/title20/ar43/ch8.html>.

Free workshops on using the InTERS electronic data system for reporting CTE student enrollments are available. For a list of training sites and dates, contact Brin Sisco at bsisco@dwd.in.gov to register.

Questions may be addressed to Peggy Wild at pwild@doe.in.gov, Stefany Deckard at sdeckard@doe.in.gov, Chris Deaton at cdeaton@dwd.in.gov or Melissa Ambre at mambre@doe.in.gov

Determining Which Students Count for CTE Funding

The Indiana General Assembly provides Additional Pupil Count (APC) funding to school corporations for students enrolled in approved CTE courses that are on the CTE district's inventory of approved CTE courses. Total CTE funding is based on the sum of the calculations described below and is based on Indiana wage and demand projections for the next ten years.

1. Full Year CTE Programs and Courses

The formula used to calculate yearly CTE funding for year-long CTE programs is based on CTE course credit hours and enrollment for the equivalent of one half of a school year. Therefore, the enrollment multiplier for a year-long CTE program:

- generating two credits = 1
- generating four credits = 2
- generating six credits = 3

The multiplier is applied to a dollar amount for each course based on the wage and demand data for the occupation for which the course is connected:

State CTE Funding – Yearly Reimbursement Rates			
	High Wage	Moderate Wage	Low Wage
More than Moderate Labor Market Demand	\$450	\$375	\$300
Moderate Labor Market Demand	\$375	\$300	\$225
Less than Moderate Labor market need	\$300	\$225	\$150
Other	\$250		

No CTE program/course generates more than three credit hours of funding. The calculation is based on fall enrollments as of ADM count day. Only courses and programs listed on the list of state-approved CTE courses attached to this memo and on a CTE district's approved list of CTE courses and programs may be used. Use the graph below to determine which students to count for various schedules.

2. One Credit/One Semester CTE Courses

A multiplier of 1 is used for one semester/one credit CTE courses based on fall enrollment figures using the graph below.

3. Area Participation Students

Funding of \$150 per student is provided for enrollments of area participation students. Area participation is defined as enrollment of students participating in CTE courses in which students from two schools or more are served in a common location.

Only students in CTE courses in the semesters/trimesters/terms listed below may be counted:

	Traditional Schedule or Block Eight	Block Four	Trimester
Full Year CTE Programs and Courses	Fall/first semester enrollment only	First and third terms only (fall)	Enrollments in 1 st and 2 nd trimesters only
One Credit/One Semester CTE Courses	Fall/first semester enrollment only	First and third terms only (fall)	Enrollments in 1 st and 2 nd trimesters only

Indiana Secondary Career and Technical Education Courses Funding Crosswalk 2013-14

May 8, 2013

IDOE Course Code	Official State Approved IDOE Course Titles	Cluster/ Subject Area	Max # of Credits per Year	Demand*	Wage*	CTE Funding Level
4524	Accounting **new \$ (submit form to add to inventory)	BFM	2	Other	Other	\$250
5330	Adult Roles and Responsibilities	ED	2	Other	Other	\$250
5268	Advanced Business Management	BFM	4	High	High	\$450
5360	Advanced Child Development	ED	2	Other	Other	\$250
5346	Advanced Culinary Arts	HHS	6	High	High	\$450
5458	Advanced Hospitality Management	HHS	6	High	High	\$450
5070	Advanced Life Science: Animals (L)	AG	2	Moderate	High	\$375
5072	Advanced Life Science: Foods (L)	AG F&CS	2	Moderate	High	\$375
5074	Advanced Life Science: Plants and Soils (L)	AG	2	Moderate	High	\$375
5608	Advanced Manufacturing I	MAN	6	High	High	\$450
5606	Advanced Manufacturing II	MAN	6	High	High	\$450
5340	Advanced Nutrition and Wellness	HHS	2	Other	Other	\$250
5518	Aerospace Engineering non PLTW	ENGI	2	High	High	\$450
4816	Aerospace Engineering PLTW	ENGI	2	High	High	\$450
5002	Agribusiness Management	AG	2	Moderate	High	\$375
5088	Agriculture Power, Structure and Technology	AG	6	Moderate	High	\$375
5276	Anatomy and Physiology	HS	2	Moderate	High	\$375
5008	Animal Science	AG	6	Moderate	High	\$375
5640	Architectural Drafting and Design I	A&C	6	Moderate	High	\$375
5652	Architectural Drafting and Design II	A&C	6	Moderate	High	\$375
5514	Automotive Collision Repair Technology I	T&L	6	High	High	\$450
5544	Automotive Collision Repair Technology II	T&L	6	High	High	\$450
5510	Automotive Services Technology I	T&L	6	High	High	\$450
5546	Automotive Services Technology II	T&L	6	High	High	\$450
5524	Aviation Flight	T&L	2	Moderate	High	\$375
5520	Aviation Maintenance	T&L	6	Moderate	High	\$375
5528	Aviation Operations	T&L	6	Moderate	High	\$375
5648	Biotechnical Engineering non PLTW	ENGI	2	Moderate	High	\$375
4818	Biotechnical Engineering PLTW	ENGI	2	Moderate	High	\$375
5593	Building & Facilities Maintenance I **new (submit form to add to inventory)	A&C	6	High	High	\$450
5594	Building & Facilities Maintenance II **new (submit form to add to inventory)	A&C	6	High	High	\$450
5592	Building & Facilities Management I <i>formerly Building & Facilities Management</i> InTERS swap	A&C	6	High	High	\$450

IDOE Course Code	Official State Approved IDOE Course Titles	Cluster/ Subject Area	Max # of Credits per Year	Demand*	Wage*	CTE Funding Level
5595	Building & Facilities Management II **new InTERS Auto Add	A&C	6	High	High	\$450
5260	Business Cooperative Experiences	CO-WB	6	Coop/WBL	Coop/WBL	\$250 flat
4560	Business Law and Ethics **new \$ (submit form to add to inventory)	BFM	2	Other	Other	\$250
5344	Chemistry of Food	F&CS	2	Other	Other	\$250
5362	Child Development	ED	2	Other	Other	\$250
5650	Civil Engineering and Architecture non PLTW	ENGI	2	Moderate	High	\$375
4820	Civil Engineering and Architecture PLTW	ENGI	2	Moderate	High	\$375
5570	Commercial Photography	AV	6	High	Moderate	\$375
5534	Computer Integrated Manufacturing non PLTW	ENGI	2	Moderate	High	\$375
4810	Computer Integrated Manufacturing PLTW	ENGI	2	Moderate	High	\$375
4534	Computer Programming I	IT	6	High	High	\$450
5236	Computer Programming II	IT	6	High	High	\$450
5230	Computer Tech Support	IT	6	Moderate	High	\$375
4800	Computers in Design and Production	MAN	2	Other	Other	\$250
4830	Construction Technology Electrical I	A&C	6	High	High	\$450
4832	Construction Technology Electrical II	A&C	6	High	High	\$450
5497	Construction Technology Heavy Equipment I **new (submit form to add to inventory)	A&C	6	High	High	\$450
5499	Construction Technology Heavy Equipment II **new (submit form to add to inventory)	A&C	6	High	High	\$450
5496	Construction Technology HVAC I	A&C	6	High	High	\$450
5498	Construction Technology HVAC II	A&C	6	High	High	\$450
5580	Construction Technology I	A&C	6	High	High	\$450
5578	Construction Technology II	A&C	6	High	High	\$450
5334	Consumer Economics	F&CS	2	Other	Other	\$250
5480	Cooperative Occupational Family and Consumer Sciences	CO-WB	6	Coop/WBL	Coop/WBL	\$250 flat
5802	Cosmetology I	HHS	6	High	Moderate	\$375
5806	Cosmetology II	HHS	6	High	Moderate	\$375
5822	Criminal Justice I	PS	6	High	High	\$450
5824	Criminal Justice II Advanced	PS	6	High	High	\$450
5440	Culinary Arts and Hospitality Management	HHS	6	High	High	\$450
5203	Dental Careers I	HS	6	High	High	\$450
5204	Dental Careers II	HS	6	High	High	\$450
5620	Diesel Service Technology I	T&L	6	High	High	\$450
5624	Diesel Service Technology II	T&L	6	High	High	\$450
5538	Digital Electronics non PLTW	ENGI	2	Moderate	High	\$375

IDOE Course Code	Official State Approved IDOE Course Titles	Cluster/ Subject Area	Max # of Credits per Year	Demand*	Wage*	CTE Funding Level
4826	Digital Electronics PLTW	ENGI	2	Moderate	High	\$375
5412	Early Childhood Education I	ED	6	High	High	\$450
5406	Early Childhood Education II	ED	6	High	High	\$450
5408	Education Professions I	ED	6	High	High	\$450
5404	Education Professions II	ED	6	High	High	\$450
5684	Electronics and Computer Technology I	MAN	6	Moderate	High	\$375
5694	Electronics and Computer Technology II	MAN	6	Moderate	High	\$375
5210	Emergency Medical Services	PS	6	High	Moderate	\$375
5698	Engineering Design and Development non PLTW	ENGI	2	High	High	\$450
4828	Engineering Design and Development PLTW	ENGI	2	High	High	\$450
5966	Entrepreneurship and New Ventures	BFM	6	High	High	\$450
5420	Fashion and Textile Careers I and II	F&CS	6	High	High	\$450
5258	Financial Services	BFM	6	High	High	\$450
5820	Fire and Rescue I	PS	6	High	High	\$450
5826	Fire and Rescue II	PS	6	High	High	\$450
5102	Food Science	AG	2	Moderate	High	\$375
5550	Graphic Design and Layout	AV	6	High	High	\$450
5572	Graphic Imaging Technology	AV	6	High	High	\$450
5207	Health Career Practicum	CO-WB	3	Coop/WBL	Coop/WBL	\$250 flat
5282	Health Science Education I	HS	6	High	High	\$450
5284	Health Science Education II: Nursing <i>formerly Health Science Education II</i> InTERS swap	HS	6	High	High	\$450
5214	Health Science II: Pharmacy <i>formerly Introduction to Pharmacy</i> **new (submit form to add to inventory)	HS	6	High	Moderate	\$375
5215	Health Science II: Physical Therapy <i>formerly Introduction to Physical Therapy</i> **new (submit form to add to inventory)	HS	6	High	High	\$450
5286	Health Science II: Special Topics <i>formerly Health Careers III</i> **new (submit form to add to inventory)	HS	6	High	High	\$450
5132	Horticultural Science	AG	6	Moderate	High	\$375
5460	Housing and Interior Design Careers I and II	F&CS	6	Moderate	High	\$375
5336	Human and Social Services I	HHS	6	High	High	\$450
5462	Human and Social Services II	HHS	6	High	High	\$450
5366	Human Development and Wellness	HHS	2	Other	Other	\$250
5686	Industrial Repair and Maintenance	A&C	6	High	High	\$450
4588	Infrastructure of the Internet <i>formerly Bridges to the Internet</i> InTERS swap	IT	6	High	High	\$450
5232	Interactive Media	AV	6	High	High	\$450
5902	Interdisciplinary Cooperative Education	CO-WB	6	Coop/WBL	Coop/WBL	\$250 flat

IDOE Course Code	Official State Approved IDOE Course Titles	Cluster/ Subject Area	Max # of Credits per Year	Demand*	Wage*	CTE Funding Level
5364	Interpersonal Relationships	HHS	1/1	Other	Other	\$250
4796	Introduction to Advanced Manufacturing and Logistics	MAN	2	Other	Other	\$250
5056	Introduction to Agriculture, Food and Natural Resources	AG	2	Moderate	High	\$375
4790	Introduction to Communication	AV	2	Other	Other	\$250
4792	Introduction to Construction	A&C	2	Other	Other	\$250
5438	Introduction to Culinary Arts and Hospitality	HHS	2	Other	Other	\$250
4794	Introduction to Design Processes	AV	2	Other	Other	\$250
4802	Introduction to Engineering Design non PLTW	ENGI	2	Moderate	High	\$375
4812	Introduction to Engineering Design PLTW	ENGI	2	Moderate	High	\$375
5380	Introduction to Fashion and Textiles	F&CS	2	Other	Other	\$250
5272	Introduction to Health Science Careers **new (submit form to add to inventory)	HS	2	Other	Other	\$250
5350	Introduction to Housing and Interior Design	A&C	2	Other	Other	\$250
4784	Introduction to Manufacturing	MAN	2	Other	Other	\$250
4798	Introduction to Transportation	T&L	2	Other	Other	\$250
5136	Landscape Management I <i>formerly Landscape Management</i> InTERS swap	AG	6	High	High	\$450
5137	Landscape Management II **new	AG	6	High	High	\$450
5990	Marketing Field Experience	CO-WB	6	Coop/WBL	Coop/WBL	\$250 flat
5982	Marketing in Hospitality <i>formerly Hospitality, Travel and Tourism</i> InTERS swap	BFM	2	Low	High	\$300
4836	Mechanical Drafting and Design I	A&C	6	Moderate	High	\$375
4838	Mechanical Drafting and Design II	A&C	6	Moderate	High	\$375
5274	Medical Terminology	HS	2	Moderate	High	\$375
5962	Merchandising <i>formerly Fashion Merchandising</i> InTERS swap	BFM	2	Moderate	High	\$375
5180	Natural Resources	AG	2	Low	High	\$300
5234	Network Fundamentals	IT	6	High	High	\$450
5342	Nutrition and Wellness	HHS	1	Other	Other	\$250
5456	Nutrition Science Careers I <i>formerly Food & Nutrition Science Careers I and II</i> InTERS swap	F&CS	6	High	High	\$450
5457	Nutrition Science Careers II InTERS Auto Add	F&CS	6	High	High	\$450
5170	Plant and Soil Science	AG	2	High	High	\$450
5219	PLTW Biomedical Innovation	HS-B	2	High	High	\$450
5216	PLTW Human Body Systems	HS-B	2	High	High	\$450
5217	PLTW Medical Interventions	HS-B	2	High	High	\$450
5218	PLTW Principles of Biomedical Sciences	HS-B	2	High	High	\$450
5782	Precision Machining I	MAN	6	High	High	\$450
5784	Precision Machining II	MAN	6	High	High	\$450

IDOE Course Code	Official State Approved IDOE Course Titles	Cluster/ Subject Area	Max # of Credits per Year	Demand*	Wage*	CTE Funding Level
5394	Preparing for College and Careers	B, F&CS	1	Other	Other	\$250
4562	Principles of Business Management	BFM	2	High	High	\$450
5644	Principles of Engineering non PLTW	ENGI	2	High	High	\$450
4814	Principles of Engineering PLTW	ENGI	2	High	High	\$450
5914	Principles of Marketing	BFM	2	High	High	\$450
5256	Professional Career Internship	CO-WD	2/2	Coop/WBL	Coop/WBL	\$250 flat
5986	Radio and Television I	AV	6	High	High	\$450
5992	Radio and Television II	AV	6	High	High	\$450
5842	Recreational and Mobile Equipment I **new (submit form to add to inventory)	T&L	6	Moderate	High	\$375
5844	Recreational and Mobile Equipment II **new (submit form to add to inventory)	T&L	6	Moderate	High	\$375
5472	Residential and Commercial Facilities Management Careers I <i>formerly Residential and Commercial Facilities Management Careers I and II</i> InTERS swap	A&C	6	High	High	\$450
5858	Residential and Commercial Facilities Management Careers II **new InTERS Auto Add	A&C	6	High	High	\$450
5257	Servers and Security **new (submit form to add to inventory)	IT	6	High	High	\$450
5984	Sports and Entertainment Marketing	BFM	2	Low	High	\$300
5918	Strategic Marketing	BFM	6	High	High	\$450
5601	Supply Chain Management and Logistics	T&L	6	High	High	\$450
5229	Sustainable Energy Alternatives **new (submit form to add to inventory)	AG, ENGI	2	Moderate	High	\$375
5530	Three D Computer Animation and Visualization	AV	6	Moderate	High	\$375
5622	Tractor/Trailer Operation	T&L	6	High	High	\$450
5892	Trade and Industrial Cooperative Education	CO-WB	6	Coop/WBL	Coop/WBL	\$250 flat
5211	Veterinary Careers I <i>formerly Introduction to Health Care Specialties</i> **new (submit form to add to inventory)	HS	6	Moderate	High	\$375
5212	Veterinary Careers II <i>formerly Introduction to Health Care Technology</i> **new (submit form to add to inventory)	HS	6	Moderate	High	\$375
5602	Warehouse Operations and Materials Handling	T&L	6	Moderate	High	\$375
5776	Welding Technology I	MAN	6	High	High	\$450
5778	Welding Technology II	MAN	6	High	High	\$450

New Course Titles: ****new** and ****new \$** designate courses added to funding crosswalk in 2013-2014. **Notations indicate those courses you need to submit forms to add to your inventory and those that will be done automatically.**

Other: Courses at the introductory level and those not in wage/demand categories are flat funded at \$250 per year. This includes most of the **Introduction to . . .** courses for 2013-2014. Please note: In 2014-2015, all **Introduction to . . .** courses will be categorized “other” and funded at \$250 per year.

Coop/WBL: Cooperative education, internship and other courses that are primarily work-based learning experiences are flat funded at \$250 per student per year.

Middle School Enrollments: Reporting the enrollment of students below grade 9 will be restricted to those courses that are developmentally appropriate, beginning in 2014-2015. Developmentally appropriate is defined as those courses designed and recommended for grade 9 students. Courses designed for students in grades 10 and up are defined as not developmentally appropriate for students below grade 9.

** Demand and Wage ratings based on 2012-2022 Indiana Wage/Demand Data. Any changes in wage or demand data and resulting funding level changes are highlighted for your convenience.*

Wage Definition:

- More than moderate wage is \$13.01 and higher average wage
- Moderate wage implies that average wage is between \$8.01 and \$13.00
- Less than moderate wage is \$8.00 and below

Demand Definition:

- More than moderate implies a demand level of 801 and higher
- Moderate demand implies a demand level of 201 to 800
- Less than moderate demand implies a demand level of 200 or less

***Cluster/Subject Areas**

A&C	Architecture & Construction
AG	Agriculture
AV	Arts, Audio Visual Technology & Communications
BFM	Business, Finance & Marketing
CO-WB	Cooperative Education, Internships, Work-based Learning
ED	Education & Training
ENGI	Engineering
F&CS	Family & Consumer Sciences
HHS	Hospitality & Human Services
HS	Health Science
HS-B	Health Science Biomedical PLTW
IT	Information Technology
MAN	Manufacturing
T&L	Transportation & Logistics